

## Steps to Obtaining a Center or Hourly Center Child Care License

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The Utah Department of Health, Bureau of Child Care Licensing, issues licenses for child care facilities who are required to obtain a license according to Utah Code 26-39. The Department will issue a license when a determination is made that a facility is in compliance with state law and applicable rules. The following information is provided as a guide for obtaining a center or hourly center child care license. These instructions will assist you in completing your license application successfully.

1. **READ THE LICENSING RULES.** The rules explain the operational guidelines which you are required to follow if you obtain a child care license. You should read and be familiar with the rules.
2. **MEET WITH A LICENSING SPECIALIST.** Contact your regional licensing office to schedule an initial orientation meeting with a Licensing Specialist. In this meeting the Licensing Specialist will give you additional helpful information about the process and requirements for obtaining a new center or hourly center license, including information about staff qualification requirements and building / structural requirements.
3. **OBTAIN A BUSINESS LICENSE.** You must contact your local city or county and obtain a business license. Most cities and counties charge a fee for a business license, and the fees vary from jurisdiction to jurisdiction. If your local jurisdiction won't issue a business license until after you have obtained a child care license from the Department of Health, you will need a copy of a receipt verifying you have applied for a business license.
4. **OBTAIN A LOCAL HEALTH DEPARTMENT INSPECTION.** You must contact your local health department to obtain a current inspection from them. Most local health departments require a fee for this inspection, and the fees vary from jurisdiction to jurisdiction.
5. **OBTAIN A FIRE INSPECTION AND CLEARANCE.** You must contact your local fire department to obtain a fire inspection and clearance prior to becoming licensed.
6. **SUBMIT YOUR LICENSE APPLICATION.** Complete an application and submit it to your regional licensing office. You must make sure that you include all required documentation and fees, and sign your application, or the processing of your application may be delayed. The Bureau of Child Care Licensing has 90 days to process a **completed** application. An application is considered complete when **all** of the requirements for obtaining a license have been met, and all required documentation is submitted.
7. **ONSITE INSPECTION WITH YOUR LICENSING SPECIALIST.** Once your completed application is received in the regional licensing office, a Licensing Specialist will contact you to schedule an appointment for your pre-license on-site inspection. At this inspection, the Licensing Specialist will determine if your facility is in compliance with the licensing rules, and will measure your facility to determine what your approved total capacity will be.